

PART 3: REQUEST FOR LETTERS OF RECOMMENDATION: (RECOMMENDATION I)

eArmyU APPLICANT INSTRUCTIONS

Access Choice: Please record your name below and complete this "access choice" section before giving it to your reference, along with a stamped envelope addressed to Thomas Edison State College, Graduate School, 101 W. State St., Trenton, NJ 08608-1176. Under the Family Educational Rights and Privacy Act of 1974, enrolled students have the right, unless waived, to access and inspect letters of recommendation. Please indicate whether you DO ____ or DO NOT ____ waive your right of access to this letter, if you are accepted to the MSHRM, MSM or MALS program.

Applicant Name _____ Date _____

Signature _____

Applicant Address _____ City _____ State _____ Zip _____

Applying to: ____ Master of Science in Management ____ Master of Arts in Liberal Studies

INFORMATION FOR THE RECOMMENDER

The graduate program at Thomas Edison State College requires each applicant to obtain at least two letters of reference from persons able to evaluate their performance at work, as community volunteers, or as students. The program will be conducted largely through distance learning technologies. In addition to such standard course materials as texts, cases, articles and video tapes, the instruction will require computer-assisted telecommunications to access information networks and to facilitate discussion between the instructors and students. To enrich the program's learning resources, students may be assigned to study/discussion groups and will complete some research and problem-solving assignments as group projects. Work in the program will also include the writing of a thesis/applied project. We will very much appreciate your completing the appraisal form below and any written clarification or elaboration you wish to make concerning your appraisal on the reverse side of this sheet.

The completed form should be sent to: Thomas Edison State College
 Graduate School
 101 W. State Street
 Trenton, NJ 08608-1176
 Fax: (609) 633-8593

Your assessment of...

Attributes	Superior	Good	Average	Poor	No Observation
Demonstration or promise of leadership					
Ability to use graduate education in realizing growth potential					
Intellectual curiosity					
Ability to see issues from more than one perspective					
Resourcefulness in meeting barriers and frustration					
Persistence in seeing tasks and assignments through to completion					
Giving of recognition and credit to others when it is due					
Organizational skills, planning and completion of work in a timely fashion					
Cooperation with employees and managers of other units					
Ability to work independently					
Listening ability					
Writing ability					
Character and personal integrity					

PART 3: REQUEST FOR LETTERS OF RECOMMENDATION: (RECOMMENDATION II)

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